



APPEALS - DEVELOPMENT REVIEW Application Form/Submittal Requirements

The applicant is responsible for providing the following information to the Development Services Department, Central Log-In, 200 West Washington, 2nd Floor, Phoenix, AZ 85003. For additional information call (602) 534-5934.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).

DATE: _____ **DSD #:** _____

APPLICANT: _____ **TEAM LEADER:** _____

PROPERTY LOCATION: _____ **QUARTER SECTION:** _____

APPLICANT MAILING ADDRESS: _____

APPLICANT PHONE NUMBER: () _____ **FAX NUMBER:** () _____

PROPERTY OWNER: _____

OWNER MAILING ADDRESS: _____

OWNER PHONE NUMBER: () _____ **FAX NUMBER:** () _____

DSD PROJECT NUMBER: (Fill in applicable case/file numbers) _____

- ALL SUBMITTALS MUST INCLUDE:**
- A completed Appeals Form
 - A non-refundable research fee *
- Once appeal is formalized, the applicable fees (as listed below), shall be paid (minus the initial research fee*) and a hearing will be scheduled.***
- DSD Project Number

ON-SITE APPEALS (On Private Property)

HILLSIDE GRADING WAIVER:

- _____ **INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE/DIRECTOR DESIGNEE**
- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
 - Photographs: on-site, adjacent to site within 300'
 - List of property owners within 300' of site
 - Single-family plot plan or site plan/subdivision
 - Hillside calculations (See Hillside Grading Waiver Submittal Requirements)
 - Fee* for each additional item

- _____ **SUBSEQUENT APPEAL TO DEVELOPMENT ADVISORY BOARD**
- Fee* for each additional item

TECHNICAL APPEALS:

- _____ **INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**
- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
 - Fee* for each additional item

- _____ **SUBSEQUENT APPEAL TO DEVELOPMENT ADVISORY BOARD**
- Fee* for each additional item

ON-SITE APPEALS (On Private Property) - Continued**DESIGN REVIEW APPEALS:****APPEAL TO DESIGN REVIEW APPEALS BOARD**

- 10 copies (8 ½ x 11) of site plan/subdivision
- 1 (8 ½ x 11) transparency
- 3 copies of narrative describing applicant proposal/basis for appeal. Describe how design review presumptions/issues have been addressed/overcome
- Fee* for each additional item

APPEAL TO SINGLE-FAMILY ARCHITECTURAL APPEALS BOARD

- 3 copies of narrative describing applicant proposal and basis for appeal. Describe how design review presumptions/issues have been addressed and/or overcome
- No Fee

PROPORTIONALITY APPEALS:**INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**

- 3 copies of narrative describing applicant proposal and basis for appeal
- No Fee

SUBSEQUENT APPEAL TO PROPORTIONALITY HEARING OFFICER

- No Fee

SUBDIVISION ORDINANCE MODIFICATION:**INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**

- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
- Fee* for each additional item

SUBSEQUENT APPEAL TO DEVELOPMENT ADVISORY BOARD

- Fee* each additional item

OFF-SITE APPEALS (Within Public Right-of-Way)**TECHNICAL APPEALS:****INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**

- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
- Fee* for each additional item

INITIAL APPEAL TO DEVELOPMENT ADVISORY BOARD

- Fee* for each additional item

PROPORTIONALITY APPEALS:**INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**

- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
- No Fee

SUBSEQUENT APPEAL TO PROPORTIONALITY HEARING OFFICER

- No Fee

SUBDIVISION ORDINANCE MODIFICATION:

____ **INITIAL APPEAL TO CITY MANAGER'S REPRESENTATIVE**

- 3 copies of narrative and graphic exhibit describing applicant proposal and basis for appeal
- Fee* for each additional item

____ **SUBSEQUENT APPEAL TO DEVELOPMENT ADVISORY BOARD**

- Fee* each additional item

Date

Applicant Signature

FOR STAFF USE ONLY

\$ _____

Fee Payment

Staff Signature

Date

** All fees are pursuant to current Fee Schedule/Appendix A.2. of the Phoenix City Code.*

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REVAPP (4/96)
 Revised 3/12/01
 Revised 9/24/01
 Revised: 12/25/02